



Al-Mobty Transformation Program JOB ANALYSIS QUESTIONNAIRE

Job Title: STRUCTURAL ENGINEER	Job Grade: ENGINEER
Section: GROUP - 3	Department:
Division:	Work Location: AL-RUD, AL-MOHAMMAD, AL-ANHARA
Reports to: SITE MANAGER	No. of Subordinates: 15

Job Summary:

Please give a summary of the role and its current objectives in no more than 3 - 4 lines.

Job Summary:

CHECK OF STRUCTURE STEEL AND FORMWORKS BEFORE SUBMIT OF REQUEST TO CONSULTANT
ARRANGE CONCRETE POURING INVOLVED FORMWORK, BATCHING PLANT OPERATOR & LABOR
MEASURE THE ACTUAL CONCRETE DONE AND REQUEST OF MATERIALS NEEDED IN SITE
SUBMISSION OF ACCOMPLISHMENT BY PHONE DAILY AND BY EMAIL EVERY 25th OF
THE MONTH.

Primary Duties & Responsibilities:

Please list the major duties and responsibilities as required to be performed by this position. Place these tasks in order of their importance starting with the most important task to the least one. Also please indicate frequency you perform each duty and responsibility (e.g. daily, weekly, monthly, quarterly, yearly) and the total percentage of time devoted to each duty. The total annual percentage of time devoted across all listed tasks must equal 100%.

Task #	Task Description	Frequency	% Time
1.	TO FOLLOW AND CHECK THE STRUCTURE STEEL AND FORMWORKS		
2.	MUST BE ACCORDANCE WITH THE APPROVED PLAN AND SPECS.		40%
3.	DAILY.		
4.	TO FOLLOW THE CONCRETE DESIGN MIX GIVEN		
5.	IN THE BATCHING PLANT FOR EACH STRUCTURE AND		
6.	MONITOR THE CONCRETE WHETHER NEEDED CHEMICAL		
7.	DURING HOT OR LESS WATER DURING COOL SEASON,		
8.	MATINTAIN THE GOOD QUALITY OF CONCRETE.		35%
9.			
10.	OFFICE WORKS, MAKING REQUEST OF MATERIALS		
11.	SUBMISSION OF ACCOMPLISHMENT, AND CALCULATION		
12.	OF CONCRETE AND STEEL		25%

13.		
14.		
15.		

The Total Annual Percentage of Time 100%

Key Job Objectives and Key Performance Indicators

Please list down the key performance objectives required from the job and key performance indicators that are used to measure the achievement of each specific performance objective. You may state more than one key performance indicator for each objective.

Key Performance Objectives Expected from this Job	Key Performance Indicators
1. START WORK EARLY SCHEDULE	1. 2.
2. OPEN WORK FOR EQUIPMENT & LABOR	1. 2.
3.	1. 2.
4.	1. 2.
5.	1. 2.

Contacts and Communication:

Please indicate contacts and interactions that the position holder is required to carry out as part of his job within and outside the organization. Frequency should be expressed as daily, weekly, monthly, biannually or annually. The total annual percentage of time devoted across all contacts and communication should not exceed 100%.

Within the organization (state the position / job):	Purpose	Frequency	% of time per year
1. SITE MANAGER	NEED MATERIAL REQUEST, DAILY ACCOMPLISHMENT	0566721012	40%
2. BATCHING PLANT OPERATOR	MAINTAIN THE QUALITY OF CONC.	0539549537	20%
3. FOREMAN	INFORMATION MIXER NEEDED	0544194094	20%
4. SUB CONTRACTOR	INFORMATION OF QUANTITY TO POUR	0502649355	20%
5.			
Outside the organization (state Name of Organization or Individuals):	Purpose	Frequency	% of time per year
1.			60%

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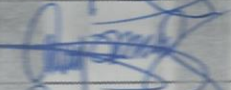

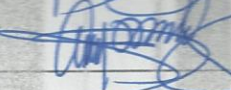
Education, Experience & Skills:

What are the minimum Education, Professional Certification, Experience and Skills that are needed to be able to undertake the responsibilities of the job successfully

Required Education:	
Required Professional Certification:	CIVIL ENGINEER
Required Experience:	10 YEARS AND ABOVE
Required Skills:	MICROSOFT OFFICE AND AUTOCAD

Acknowledgement and Signature:

Please endorse your signature (s) as an acknowledgement that the contents are accurate and complete. In case the job is occupied by more than one employee, all employees should review this form and endorse their signatures.

Employee's Name (*):	ABDULBACER ABURAKAR	Signature	
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Employee's Name (*):	ABDULBACER ABURAKAR	Signature	
Employee's Name (*):	ABDULBACER ABURAKAR	Signature	
Direct Supervisor's / Manager's Name:	ABDEL AZIZ SHAHIN	Signature	